

Project Self-Assessment

NEED HELP?

1a. Please provide up to three goal statements drawn from the overall purpose of the project. Primary project goal statements should be broad in scope. **TIP:** Goal statements must have outcomes that can be measured in some way. Abstract goals are difficult to both enact and assess.

Like this: To create a dance portrait of the automobile industry reflecting the complexity of human movement and manufacturing.

1a) Describe the primary project goals. *(Please limit to three.)*

1b. For each goal statement, provide a one-line description of how attainment of the goal should be measured. The outside evaluator will use this criteria in providing feedback to the project administrator. The evaluator may also comment on the appropriateness of the measurement criteria. Your pre-determined criteria are the blueprint for feedback.

Like this: A number of complex ideas, such as humans as masters of nature, that are presented during the dance concert will be explored in post-performance discussion. Discussions will be facilitated, observed and recorded.

1b) Explain the criteria you will use to determine how successful your project has been.

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2a. Please use up to three statements to address the main activities of the project.

Like this: Following performances, facilitators will develop formats and conduct discussions integrating important issues.

2a) Describe how project activities will be implemented.

2b. For each implementation statement, please provide a one-line description about how you will determine whether each activity was successfully implemented.
TIP: If you have trouble describing how you will know, the project activities may need further refinement.

Like this: Previously-identified important issues, which are referenced in discussion, will be kept track of by facilitators on a specially-designed form.

2b) Explain how you will determine how effective the implementation strategies have been.

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3a. Many activities confer economic benefit. **TIP:** Use all the things you will do that cause increased activity, either directly or indirectly.

Like this: Advertising will be increased to a 150-mile radius; more use will be made of radio and TV; dinner packages will be arranged with Mrs. Potter's Restaurant; and merchandise discount coupon tie-ins will be created with other local merchants, all to increase economic activity.

3b. Remember, you need to have goals in order to be able to measure results against them. **TIP:** Try to quantify what you want to happen.

Like this: Using previous years' figures, a base of expenses will be calculated and this year's expenditures on advertising, etc., will be measured against the base. Also, coupons will be counted and the restaurant will be asked to keep track of combination packages. Ultimately these latter figures will form a new base for next year's projections.

3a) Describe how the program will enhance Michigan's economy, communities, and families.

3b) Explain how you will determine how the program enhanced Michigan's economy, communities and families.

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4a. Quality may be the most difficult question, especially when it comes to being able to measure the outcome. Still, it is important that we not ignore how good something is; it is not enough to ‘just do’ things. **TIP:** Remember that quality is situation-specific. An increase in administrative effectiveness may not move the organization to the highest level, but still reflect a significant improvement. There should be, at the same time, a sense that the organization’s potential has been fully tapped.

Like this: For our regranting activities, we hope to decrease the amount of time between award approval and check disbursement. This streamlining will also give us the freedom and time to conduct more sub-grantee training seminars and encourage more (and better) applications.

4b. There are many ways to measure administrative, artistic and cultural quality, be they internal (e.g., reduction of processing time or overhead expense) or external (e.g., participant surveys or critical reviews). **TIP:** Don’t forget to consider the characteristics and abilities that led to your organization’s selection as an MCACA Partner.

Like this: The turnaround time on grant award disbursement will decrease from four to two weeks. Those two extra weeks will allow us to conduct four additional training seminars, which will result in a 25% increase in applications and a 50% decrease in application rejection due to technical errors.

4a) Describe the measures you will take to ensure quality, as it relates to the administrative, artistic and cultural aspects of this partnership.

4b) Explain how you will determine that the administrative, artistic and/or cultural quality goals for this partnership have been met.

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5a. It is critical to the outreach mission of MCACA that the results of partnership projects have an impact on the public. The impact may be the result of direct participation by the public, or the project activity may call for more limited participation with influential results to be widely disseminated.

Like this: The summer arts and culture program itinerary includes activities that are open to the public and geared to appeal to a variety of ages. Planned activities are offered around the state in cooperation with regional arts/cultural centers.

5b. The more specific your plans to impact the public, the easier it will be to measure the success of your efforts. **TIP:** Consider all participating agencies in tracking the project's influence.

Like this: All regional arts and cultural centers offering the program will be asked to track levels of attendance. Zip codes will be collected as part of ticket sales and used to determine the "reach" of program offerings. Comment cards will be included in all printed materials. Ushers/docents will be asked to encourage patrons to complete the cards following program participation.

5a) Describe how project activities will impact the public, locally and statewide, through program administration and/or dissemination of results.

5b) Explain how you will determine whether project activities impacted the public locally and statewide.

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6a. Partnerships are collaborative relationships. Your grant project resources should be used to encourage the building of sub-partnerships, particularly those that might serve to enhance problem-solving within the community. **TIP:** Activities directed toward maintaining existing and building of new relationships are equally important.

Like this: Regional arts/cultural centers are intrinsic to the success of our project. Each center will be assigned a particular partner/staff member who will act as their liaison to maintain a positive working relationship with that center. The needs and concerns of the center will be forwarded by the liaison and any necessary problem-solving will be directed by the liaison. Additional sub-partnership relationships will be sought, but the project's goals will be accomplished through existing partnerships.

6b. Effective use of resources means you succeeded in building/maintaining strategic sub-partnerships. **TIP:** Figure out how to measure the quality of those sub-partnerships.

Like this: Liaisons will periodically assess the quality of collaborative relationships by soliciting feedback from sub-partners and staff. Phone calls will be made to key personnel and candid responses will be requested no fewer than four times throughout the project. It is important that the relationship is valued by both constituencies; therefore, if either group raises concerns about the relationship, problem-solving will be initiated.

6a) Describe how the organization will use resources to encourage collaborations, partnerships and/or community problem-solving.

6b) Explain how you will determine whether resources were effectively used to encourage collaborations, partnerships and/or community problem-solving.